Mobile Handset User Guide - 4400

To make a call	Dial number and press **Green** button to send
To answer a call	Press the **Green** button, screen will show in conversation
To end a call	Press **Red** button
To redial last number	Long press on **Green** button until it beeps - this will redial last external number
To hold a call	Use the navigator stick to scroll down until 'Manual Hold' appears in display, select this function by pressing the **OK** key. Or press **Green** button which will put caller on hold, then **Red** button and the call will recall back to you by ringing press **Green** button to answer
To retrieve a call	Using 'Manual Hold' - The system will recall back to you, normally after 30 seconds. Press **Green** button to answer.
To transfer a call	Dial extension number, this will automatically put the caller on hold, press the **Green** key to ring the extension and then press **OK** key to transfer the call
Retrieve a call	Scroll down to **'Enquiry off'**, press 'OK'
To access your mail	Access the icon menu, then using the joystick select the envelope icon, press **OK**, it will tell you in the display whether you have voice mail, if you have voice mail press the **OK** key and it will dial the voice mail and enable you to retrieve your messages
Dial by name	Press directory button and type in 1st 3 letters of the person you want to speak to, then press **OK** twice, press Green button to ring
To activate touch tone dialling	When you have dialled a number, use the joystick to scroll down and when '**MF Tones**' appears, press the **OK** key to activate it
To store a personal speed dial	Access the menu, and select the address book picture, press **OK** on Pers Sp Dial, screen will show add entry, press **OK**, enter name press **OK** or access an entry and select create
To dial a personal speed dial	Access the menu, press **OK** on the address book picture, press **OK** on Personal directory, select name using joystick, press **OK** and **OK** to dial
3 Way Conference Call	Receive / make a call, dial 3rd party (Internal or external), press green button to send, when 3rd party answers, introduce the call, use joystick to select 'Conference', press **OK** to activate
Exit Conference Call	Hang up
Call pick up	To answer an individual extension – Dial *72, Green button, extn no. that is ringing, then Green button.
Parking a call	Make / receive a call, select Hold call using joystick, press **OK**
Retrieve a parked call	*75 and **Green** button
Lock keypad **Unlock keypad**	Long press on red button Long press on red button
Select ringer tune	Access icon menu, highlight bell and music icon, press **OK** , scroll down to select melody, press **OK** to store

Issue 3 7.5.02